**BUSINESS TRIP PLAN**

**EMPLOYEE: YOUR NAME**

**PASSPORT NUMBER: 02161972**

**HOME OFFICE: VIRGINIA BEACH, VA USA**

**HOME ADDRESS: YOUR ADDRESS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AIR TRAVEL ITINERARY**Top of Form    Bottom of Form | | | | | |
| |  |  | | --- | --- | | |  | | --- | | flightRoundtrip: $2,474.00 | | | | |  |  |  |
| [Pick a different flight](javascript:PAF(0)) | | |  |  |  |
|  |  |  |  |  |  |
| 4:10 pm Depart Norfolk (ORF) Arrive Tokyo (HND) 5:00 am  +2 days | Mon 9-Jan Duration: 22hr 50mn | |  |  | | --- | --- | | Delta | Delta 4184  / 637 | |  | Connect in Detroit (DTW)  Total stops: 2 | |  |  |  |
|  | | |  |  |  |
| Flight 4184 operated by PINNACLE DBA DELTA CONNECTION | | |  |  |  |
| |  | | --- | | http://www.expedia.com/eta/spaceit.gif | | | |  |  |  |
| [Pick a different flight](javascript:PAF(1)) | | |  |  |  |
|  |  |  |  |  |  |
| 3:25 pm Depart Tokyo (NRT) Arrive Norfolk (ORF) 6:19 pm | Fri 13-Jan Duration: 16hr 54mn | |  |  | | --- | --- | | Delta | **Delta 280**  / 1012 | |  | Connect in Atlanta (Hartsfield-Jackson Atlanta Intl.) | |  |  |  |

**CUSTOMERS TO VISIT:**

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|  |

**1. Tokyo fish market contact: Mr. Ichirio Suzuki**

**2. Mt. Fuji Wagyu Beef Ranch contact: Mr. Hideki Matsui**

**3. Kubota Tractor Corporation contact: Mr. Diasuke Matsuzaka**

**4. Mitsubishi agricultural equipment contact: Mr. Sadaharu Oh**

**COMPANY ISSUED: $25,000 CASH (spent $12,000 on expenses)**

**5 SAMPLE PRODUCT KITS**